

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
 APPROVAL REQUEST**
 STD. 72 (REV. 7-92)

[Signature]
 1/16/93

Submit three copies with three copies of the
 Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
 OFFICE OF INFORMATION SERVICES
 1500 5th Street, Room 116
 Sacramento, CA 95814 (or IMS C-39)

NEW SCHEDULE INFORMATION <i>(If applicable)</i>	(8) SCHEDULE NUMBER 93-29	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
PREVIOUS SCHEDULE INFORMATION <i>(If applicable)</i>					

(1) DEPARTMENT, BOARD OR COMMISSION
 Department of Developmental Services

(2) DIVISION, BUREAU OR OTHER UNIT
 Accounting
 Porterville Developmental Center

ADDRESS
 P. O. Box 2000, Porterville, CA 93257

CHECK THE APPROPRIATE BOX:
 (2) New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)
 (3) Revising a previous schedule. (Complete boxes 5 - 12.)
 (4) Amending some pages of a previous schedule. (Complete boxes 8 - 12.)
 (6) SCHEDULE DATE
 10/93

(7) NUMBER OF PAGES
 6

(9) CUBIC FEET (Total Schedule)

(12) PAGE NUMBER(S) REVISED
 106.69

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
[Signature]

(14) TITLE
 AASD

(15) DATE SIGNED
 10/28/93

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
[Signature]

(17) TITLE
 Records Management Analyst II

(18) NAME (Printed or Typed)
 Delmira Rosas-Pettit

(19) TELEPHONE
 (916) 654-2869

(20) DATE SIGNED
 11/10/93

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--OIS CONSULTANT
[Signature]

(22) APPROVAL NUMBER
 93-266

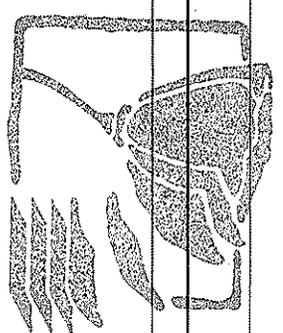
(23) TITLE
[Signature]

(24) DATE SIGNED
 12/2/93

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) Contains no material subject to further review by the California State Archives
- (26) Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



**CALIFORNIA
 STATE ARCHIVES**

(27) SIGNATURE--CHIEF OF ARCHIVES
[Signature]

(28) DATE SIGNED
 JAN. 6 1994

[Handwritten initials]

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) 93-29	DATE (3) 10/93
ORGANIZATIONAL UNIT - Accounting Porterville Developmental Center	PAGE 2 OF 6 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93257	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 93-266	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
6	.75		DS 550M - Depositors' Ledger	P		Active +4 yrs.			Active +4 yrs		SAM Section (1600) AT-3 - Retain at least four years from last entry or upon expiration of statute of limitations, whichever is later.
7	.35		STD 567 - Depositors' Disbursement Voucher	P		Active +4 yrs.			Active +4 yrs		SAM Section (1600) AT-3 - Retain at least four years after preparation or expiration of statute of limitations, whichever is later.
8	8		Payroll Expenditure Register	P		Active +4 yrs.			Active +4 yrs		SAM Section (1600) AT-3 - Retain at least two years. After two years, destroy after audit or four years, whichever occurs first.
9	.35		Trust Claims Filed Register	P		Active +4 yrs.			Active +4 yrs		
10	.35		Trust Warrants Register	P		Active +4 yrs.			Active +4 yrs		
11	.75		Revolving Fund Cash Book	P		4 yrs.			4 yrs		SAM Section (1600) AT-3 - Retain at least four years from end of fiscal year or upon expiration of statute of limitations, whichever is later.

RECORDS RETENTION SCHEDULE

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See instructions in SAM 1600

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) 93-29	DATE (3) 10/93
ORGANIZATIONAL UNIT - Accounting Porterville Developmental Center		PAGE 3 OF 6 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93257		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 93-266	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
12	.02		STD 432 - Stop Payment Request	P		4 yrs.			4 yrs.		SAM Section (1600) AT- 3 - Retain at least one year from end of fiscal year in which prepared. After one year, destroy after audit or four years, whichever occurs first.
13	.75		STD 442 - Report of Deposit	P		4 yrs.			4 yrs.		
14	1.5		STD 262 - Travel Expense Claim	P		4 yrs.			4 yrs.		
15	.75		STD 438 - Revolving Fund Disbursement Voucher	P		4 yrs.			4 yrs.		SAM Section (1600) AT-3 - Retain at least two years from end of fiscal year in which claim is filed. After two years destroy after audit or four years, whichever occurs first.
16	4.5		Revolving Fund Checks	P		4 yrs.			4 yrs.		
17	.25		Notice of Transfer of Funds	P		4 yrs.			4 yrs.		SAM Section (1600) AT- 3 - Retain at least one year from end of fiscal year in which document is prepared. After one year, destroy after audit or four years, whichever occurs first.

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DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) 93-29	DATE (3) 10/93
ORGANIZATIONAL UNIT - Accounting Porterville Developmental Center	PAGE 4	OF 6 PAGES (4)
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93257	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 93-266	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
18	.02		STD 1 - Standard Form for Leases	P		4 yrs.			4 yrs.		SAM Section (1600) AT-3 - Retain at least two years from end of fiscal year in which encumbrance is liquidated. After two years, destroy after audit or four years, whichever occurs first. <u>EXCEPTION:</u> Any contract or interagency agreement which is exempt from review by the Department of General Services (See SAM Section 1206) shall be retained for three years or until audited by the Department of General Services, whichever occurs first.
19	8		STD 2 - Standard Agreement	P		4 yrs.			4 yrs.		
20	27		STD 5 - Intra-Office Requisition, Local Request	P		4 yrs.			4 yrs.		
21	1.5		STD 10 - Purchase Estimate Continuation Sheet	P		4 yrs.			4 yrs.		
22	1.5		STD 13 - Inter-Agency Agreement	P		4 yrs.			4 yrs.		
23	12		DS 40A - Sub-Purchase Order - Vendor's Invoice	P		4 yrs.			4 yrs.		
24	6		STD 66 - Purchase Estimate	P		4 yrs.			4 yrs.		
25	4.5		STD 67 - Printing Requisition Invoice	P		4 yrs.			4 yrs.		
26	.75		STD 96 - Request for Purchase Order or Estimate Change	P		4 yrs.			4 yrs.		

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DEPARTMENT (1) Developmental Services	SCHEDULE NUMBER (2) 93-29	DATE (3) 10/93
ORGANIZATIONAL UNIT - Accounting Porterville Developmental Center	PAGE 5 OF 6	PAGES (4)
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93256	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 93-266	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
27	.75		STD 116 - Supply Order	P		4 yrs.			4 yrs.		SAM Section (1600) AT-3 - Retain at least one year from end of fiscal year. After one year, destroy after audit or four years, whichever occurs first.
28	12		STD 115 - Order for Storeroom Supplies	P		4 yrs.			4 yrs.		SAM Section (1600) AT-3 - Retain at least one year from end of fiscal year affected. After one year, destroy after audit or four years, whichever occurs first. (If Stock Received Reports are used to support a custodian's accountability for equipment, such reports should be retained until an inventory covering such items is signed by the custodian.)

RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER (2) 93-29	DATE (3) 10/93
ORGANIZATIONAL UNIT - Accounting Porterville Developmental Center		PAGE 6 OF 6 PAGES (4)	
ADDRESS (number, street, city) P. O. Box 2000, Porterville, CA 93257		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 93-266	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
29	.10		STD 25 - Transfer of Budget Allotment	P		4 yrs.			4 yrs.		SAM Section (1600) AT-3 - Retain at least two years from end of last fiscal year affected. After two years, destroy after audit or four years, whichever occurs first.
30	6	11-15-93 Submittal	General Correspondence	P		3 yrs.			3 yrs.		
			Total Cubic Feet - 106.69								